

NON-APARTMENT INCOME & EXPENSE

Property Address _____

Please return this questionnaire with the application

A. Property Use (Please circle one) Retail Office Plaza Gas/Service
 Industrial Auto Bar/Tavern Restaurant
 Mixed-Use (commercial/apt) Other _____

| B. Tenant/Lease Information/Fill in if any portion of Property is rented or leased | | | | |
|---|-----|--|-------------|---|
| Occupant/ Tenant Name | Use | Occupied/ Rented/Area- in Square Feet | Annual Rent | Tenant Pays ex. Heat, Utilities, taxes, etc. |
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| C. Total Square Footage of Building |
|---|
| <i>Note – see attached for Breakout if Mixed office/warehouse space</i> |

| D.Owner’s Annual Expense Information | | Calendar Year 2012 | |
|---|---------------------|---------------------------|----------|
| Management | \$ | Real Estate Taxes | \$ |
| Legal/Accounting | \$ | Insurance | \$ |
| General | Rubbish Removal | \$ | |
| | Snow Removal | \$ | Electric |
| | Repairs/Maintenance | \$ | Gas |
| | Replacement Reserve | \$ | Water |
| | Supplies | \$ | Other |
| | Wages/Payroll | \$ | Other |
| | Cleaning | \$ | Other |
| Other | \$ | Other | \$ |

Building Information

Recent Improvements: _____

Required Repairs/Upgrades: _____

Average Annual Vacancy: _____
 (Please describe the average number amount of space vacant during an average 12-month period)